



FEMA

POSITION TASK BOOK FOR THE POSITION OF

National Qualification System
SITUATION UNIT LEADER (SINGLE TYPE)

SITUATION UNIT LEADER (SINGLE TYPE)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Situation Unit Leader and initiate position activities at the appropriate time according to the following behaviors

1a. Behavior: Obtain information relevant to position assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Obtain and review necessary documentation: <ul style="list-style-type: none"> ● Copy of Delegation of Authority, Letter of Expectation, Letter of Agreement, or Memorandum of Understanding (MOU) ● Applicable plans and reports ● Directories: phone, notification ● AHJ contacts for Geographic Information Systems (GIS) ● Written incident status summary ● Authorizations: cell phones, rental vehicles, computers ● Maps, charts, projections and data 	E, F, I		
2. Receive briefing from the Planning Section Chief or the outgoing Situation Unit Leader: <ul style="list-style-type: none"> ● Meetings and briefings schedule ● Situational assessment ● Incident objectives ● Strategy ● Hazards to incident personnel and public ● Agencies/jurisdictions involved ● Organizational structure ● Resources summary ● Logistical needs ● Ordering procedures ● Incident priorities and status: life safety, incident stabilization, property and environment ● Timing and scheduling ● Expected products and types of incident data 	E, F, I		

1b. Behavior: Establish or determine organizational structure, resource and staffing needs

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Evaluate staffing needs required to manage the unit: <ul style="list-style-type: none"> ● Ensure consistency with National Incident Management System (NIMS) organizational structure ● Identify training opportunities ● Ensure use of established procedures for ordering resources ● Request appropriate technical specialists to assist with special incident conditions 	E, F, I		
4. Utilize unit personnel: <ul style="list-style-type: none"> ● Establish appropriate organization and assign roles and responsibilities, while maintaining span of control 	E, F, I, J		

1c. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Arrive properly equipped at designated time and location and check in according to agency/organization guidelines: <ul style="list-style-type: none"> ● Arrive with go-kit and any additional equipment Carry out check-in procedures and ensure assigned ● personnel do the same 	E, F, I		
6. Obtain complete incident and logistical information: <ul style="list-style-type: none"> ● Incident name, number, anticipated duration, size, type, responsibilities and expectations ● Reporting time and location ● Transportation arrangements and travel routes ● Contact procedures during travel (telephone/radio) ● Expected working conditions ● Personal Protective Equipment (PPE) ● Security measures ● Updated contact information and information links 	E, F, I		
7. Obtain, assemble and prepare information and materials for go-kit. The kit should contain critical items for the assignment and be easily transportable: <ul style="list-style-type: none"> ● Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ Authority Having Jurisdiction (AHJ) identification badge and qualification card ● Reference materials: <ul style="list-style-type: none"> ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ AHJ operations guides or other operational guides ○ Position manuals ● Forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function 	E, F, I		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure the exchange of relevant information during briefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Lead staff briefings and debriefings.	E, F, I		
9. Prepare for and conduct situation briefings as necessary: <ul style="list-style-type: none"> ● Command and General Staff meeting ● Tactics meeting ● Planning meeting ● Operations briefing ● Strategy meeting ● Other meetings as the IC directs 	E, F, I		
10. Prepare for and participate in briefings: <ul style="list-style-type: none"> ● Ensure briefings are accurate, timely and include appropriate personnel ● Brief external support organizations ● Share and evaluate information ● Attend incident status briefings 	E, F, I		

3. Competency: Lead assigned personnel

Description: Influence, lead and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

3a. Behavior: Model leadership values and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Create a positive work environment: <ul style="list-style-type: none"> • Communicate leader's intent and guidance • Manage unit and its activities effectively • Proactively assume responsibility for the unit and initiate action 	E, F, I		
12. Establish and maintain positive interpersonal and interagency working relationships <ul style="list-style-type: none"> • Understand scope, roles, responsibilities, jurisdiction and authority of responding agencies 	E, F, I, J		
13. Exhibit principles of duty, respect and integrity as a leader.	C, E, F, I, J, T		
14. Understand and comply with NIMS/Incident Command System (ICS) concepts and principles: <ul style="list-style-type: none"> • Establish and modify an effective organization based on changing incident and resource conditions • Maintain appropriate span of control • Act as a representative of incident leadership 	E, F, I		

3b. Behavior: Communicate incident priorities and supervise personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
15. Communicate with assigned personnel: <ul style="list-style-type: none"> • Communicate priorities, objectives, strategies and any changes • Inform personnel of their assigned tasks and expectations • Clearly explain conflict resolution procedures and ensure that personnel understand • Ensure that assigned objectives and expectations for the operational period are reasonable and accurate 	E, F, I		
16. Ensure debriefings occur and participate as necessary: <ul style="list-style-type: none"> • Ensure incident situation status information is current and complete 	E, F, I		
17. Ensure that staff follows all applicable agency/jurisdiction policies, contracts, standard operating procedures and agreements: <ul style="list-style-type: none"> • Federal, state, local, tribal, territorial and regional relationships, as appropriate • Roles and responsibilities of potential responder agencies • Scope, jurisdiction and authority of potential responder agencies' contingency plans 	E, F, I		

18. Supervise and hold personnel accountable for executing assigned tasks: <ul style="list-style-type: none"> ● Identify and promptly resolve disagreements, issues and misunderstandings ● Prioritize work while considering immediate support for incident operations 	E, F, I		
--	---------	--	--

3c. Behavior: Ensure the health, safety, welfare and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
19. Demonstrate knowledge of and comply with relevant health and safety requirements: <ul style="list-style-type: none"> ● Direct and oversee unit operations to ensure compliance with health and safety considerations and guidelines ● Coordinate with the Safety Officer to ensure that assigned personnel follow safety guidelines 	E, F, I		
20. Evaluate mental and physical fatigue of assigned personnel: <ul style="list-style-type: none"> ● Ensure adequate rest is provided to section personnel 	E, F, I		
21. Recognize potentially hazardous situations, inform assigned personnel of hazards and take precautions to mitigate risk: <ul style="list-style-type: none"> ● Adjust operations in response to hazards, weather and other relevant events 	E, F, I		
22. Report or explain the procedures for reporting unexpected occurrences, such as fire, death, injury, illness, exposure to pathogens or hazardous materials (HAZMAT), accident, political contact or property loss or damage: <ul style="list-style-type: none"> ● Ensure report contains nature of event, location, magnitude, personnel involved and initial action taken (such as helicopter picking up injured or an appropriate subsequent action) ● Ensure the protection of Personally Identifiable Information (PII) while reporting ● Obtain information from the following sources regarding special hazards, threats or unexpected occurrences: subordinates, personal observation, other incident personnel and off-incident personnel 	E, F, I		

3d. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
23. Demonstrate the ability to assess and monitor for physical access, programmatic access and effective communications access	E, F, I, J		
24. Demonstrate the ability to identify opportunities for universal accessibility.	E, F, I, J		
25. Provide equal access, disability accommodations and access and functional needs (AFN) accommodations.	E, F, I		

4. Competency: Conduct operations and ensure completion of assigned tasks

Description: Identify, analyze and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

4a. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
26. Approve completed plans: <ul style="list-style-type: none"> • Ensure plans are complete, accurate, realistically attainable and relevant to the incident objectives 	E, F, I, J		
27. Complete and submit incident status summary: <ul style="list-style-type: none"> • Collect and evaluate incident information from appropriate sections • Balance the need for accuracy with the need for timeliness • Obtain final approval from Incident Commander (IC) • Determine appropriate method for timely submission to meet agency needs • Distribute to appropriate staff 	E, F, I		
28. Participate in the planning process: <ul style="list-style-type: none"> • Prepare for and participate in planning meetings • Assist in the development of plans, as necessary: <ul style="list-style-type: none"> ○ Long-range ○ Strategic ○ Contingency ○ Demobilization ○ Continuity of Operations Plan (COOP) ○ Incident status summary 	E, F, I		
29. Provide Incident Action Plan (IAP) inputs within established time frames: <ul style="list-style-type: none"> • Weather forecast • Modeling projections • Maps/charts 	E, F, I		
30. Review, validate and modify plans: <ul style="list-style-type: none"> • Analyze alternate strategies and explain decisions • Validate or revise unit objectives • Review information covering health and safety principles, known hazards and importance of all periods • Validate unit organizational structure • Validate unit resource assignments • Review reserve resources • Evaluate immediate support needs 	E, F, I, J		

4b. Behavior: Set the unit priorities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
31. Analyze work assignments and staffing levels to ensure achievement of unit objectives.	E, F, I		
32. Attend and participate in strategy meetings as necessary: <ul style="list-style-type: none"> • Assess organizational needs • Identify additional resource needs • Identify critical factors to ensure unit success • Prioritize incident, section and unit objectives 	E, F, I		

33. Disseminate priorities and expected completion timelines to staff.	E, F, I		
34. Hold staff accountable for communicated priorities and deadlines.	E, F, I		

4c. Behavior: Coordinate with all appropriate personnel and stakeholders

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
35. Coordinate information with the ICS Public Information Officer (PIO) and the Joint Information Center (JIC)/Joint Information System (JIS): <ul style="list-style-type: none"> • Receive information from JIC/JIS • Provide information to JIC/JIS 	E, F, I		
36. Coordinate mapping requirements and requests with the GIS Specialist, as appropriate: <ul style="list-style-type: none"> • Ensure that GIS data is in a common format usable by all coordinating and cooperating agencies Ensure that data storage is sufficient for the full incident life cycle, with no gaps in service or loss of GIS data 	E, F, I		
37. Establish effective relationships and coordinate with incident personnel: <ul style="list-style-type: none"> • IMT personnel • Other supporting personnel 	E, F, I		
38. Establish effective relationships with stakeholders and partners in the impacted jurisdiction(s).	E, F, I		

4d. Behavior: Apply agency policy, contracts and agreements

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
39. Complete all work according to organization/agency direction, policy and incident objectives: <ul style="list-style-type: none"> • Ensure that personnel complete all documentation requirements according to organization/agency direction, policy and incident objectives 	E, F, I		
40. Demonstrate knowledge of and apply relevant legal, regulatory and fiscal constraints	E, F, I		

4e. Behavior: Ensure documentation is complete

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
41. Maintain and collect personal records related to incident: <ul style="list-style-type: none"> • Time sheets • Rental records • Accident forms • Property records <ul style="list-style-type: none"> ○ Equipment time records ○ Receipts 			

42. Maintain and submit incident records for events, personnel, equipment, supplies and other data for incident management needs: <ul style="list-style-type: none"> • Property loss/damage reports • Agency-required incident reports • Activity log • Changes in strategy and tactics 			
43. Review documents for accuracy, timeliness and appropriate distribution	E, F, I		

4f. Behavior: Gather data and information

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
44. Collect and monitor data and information: <ul style="list-style-type: none"> • Sources may include IAP, on-scene incident reports, emergency operations center (EOC) personnel, National Weather Service (NWS), jurisdictional liaisons, fusion centers, traditional media, social media and others • Content includes demographic, damage assessment, infrastructure, supply chain and geographic data and information 	E, F, I		
45. Coordinate with appropriate incident personnel to gather data and information.	E, F, I		
46. Gather and maintain incident-specific information: <ul style="list-style-type: none"> • Damage assessments • Rapid needs assessments • Field observations 	E, F, I		

4g. Behavior: Analyze data and information

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
47. Analyze information: <ul style="list-style-type: none"> • Establish and implement procedures for verifying, organizing, prioritizing and tracking information • Convert raw data into information • Identify and address misinformation • Verify and analyze input for critical information • Identify/clarify incomplete information • Identify incident-specific essential elements of information (EEI) and critical information requests 	E, F, I		
48. Demonstrate how to read and interpret charts: <ul style="list-style-type: none"> • Plotting information • Topographical maps 	E, F, I		
49. Establish and implement processes for estimating cascading effects of action or inaction: <ul style="list-style-type: none"> • Evaluate potential consequences and mitigation actions • Identify trends • Engage technical specialists 	E, F, I		

50. Prepare and update incident maps, charts and data in a timely, accurate manner: <ul style="list-style-type: none"> ● Collect, analyze and evaluate incident information ● Balance the need for accuracy with the need for timeliness ● Adhere to agency or incident-specific standard symbols ● Protect working maps and charts ● Create a process and schedule for updating maps and chart 	E, F, I		
51. Prepare incident growth projections, maps and intelligence.	E, F, I		
52. Prepare predictions periodically or as requested by the Planning Section Chief.	E, F, I		
53. Recognize incident-specific critical information to be disseminated immediately.	E, F, I		
54. Use demographic information to inform analysis: <ul style="list-style-type: none"> ● Cultural diversity ● Potential vulnerabilities ● Damage assessments ● Specific service needs: <ul style="list-style-type: none"> ○ Individuals with disabilities and other AFN ○ Individuals with critical transportation needs 	E, F, I		

4h. Behavior: Disseminate information

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
55. Display situational information and data about significant events as appropriate	E, F, I		
56. Ensure proper security when sharing sensitive, classified or protected information.	E, F, I		
57. Establish and implement a process for developing and disseminating situational information at regular intervals: <ul style="list-style-type: none"> ● Obtain approval for distribution in accordance with policies and procedures ● Determine distribution lists ● Determine distribution methods 	E, F, I		
58. Establish and maintain displays and mapping for briefings and meetings.	E, F, I		
59. Follow processes for identifying, verifying and disseminating critical information: <ul style="list-style-type: none"> ● Coordinate with public affairs personnel to disseminate information externally 	E, F, I		
60. Maintain and display incident maps and charts in a neat and orderly manner <ul style="list-style-type: none"> ● Situation Unit map ● IAP map ● Operational briefing map ● Transportation map ● Facilities map ● Progression map ● Other incident-specific maps and charts 	E, F, I		

61. Present and distribute situational briefings, reports, displays, briefing tools and other information products: <ul style="list-style-type: none"> ● Status of current operations ● Incident growth ● Mitigation ● Intelligence activities ● Photographic services ● Maps and charts ● Image overlays 	E, F, I		
62. Use mapping/geospatial data and sources, including GIS, web-based maps and paper maps	E, F, I		
63. Use visualizations such as graphs, photographs and maps to graphically depict information.	E, F, I		

5. Competency: Prepare for demobilization/transfer

Description: Demobilize position and transfer position duties.

5a. Behavior: Transfer position duties while ensuring continuity

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
64. Complete all necessary reports and narratives following common standards before turnover: <ul style="list-style-type: none"> • Activity log Shift change • End of operational period • Reassignment • Deactivation/demobilization 	E, F, I		
65. Complete the process for demobilizing position responsibilities: <ul style="list-style-type: none"> • Brief and provide complete and accurate records to relief personnel • Discuss equipment release considerations • Provide information to supervisor to assist with decisions on release priorities • Coordinate with appropriate partners regarding demobilization procedures • Brief personnel on demobilization responsibilities • Ensure personnel demobilize in a timely and complete manner • Emphasize safety and accountability during this phase of operations 	E, F, I		
66. Coordinate an efficient transfer of position duties when deactivating or demobilizing resources: <ul style="list-style-type: none"> • Inform assigned personnel • Notify incoming personnel when and where transition of positions will occur • Conduct transition effectively • Document follow-up action and submit to agency representative 	E, F, I		
67. Participate in transition or incident closeout: <ul style="list-style-type: none"> • Conduct debriefings with agency administrator(s) as requested • Close out incident as appropriate for the AHJ 	E, F, I		

5b. Behavior: Plan for demobilization and ensure staff follow demobilization process

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
68. Participate in the development, approval and implementation of the demobilization plan <ul style="list-style-type: none"> • Coordinate with appropriate partners regarding demobilization procedures • Coordinate needs and responsibilities 	E, F, I		